

## VERIFICATION DIVISION



U.S. Citizenship  
and Immigration  
Services

# E-Verify Overview for Existing Users

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

March 2014

# Agenda

- Form I-9 and E-Verify
- Closing a Case
- Handling a Tentative Nonconfirmation (TNC)
- Compliance Monitoring
- Additional Information

# Form I-9 and E-Verify

## When to Complete Form I-9 and Create a Case

- Completing Form I-9 and Creating an E-Verify Case

To comply with the law	Complete Form I-9	Create a Case in E-Verify
The earliest you may:	The employee has accepted an offer of employment	The employee has accepted an employment offer and Form I-9 is complete
The latest you may:	The third business day after the employee started work for pay	The third business day after the employee started work for pay and Form I-9 is complete

# I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	Employee must include SSN when completing Form I-9, Section 1. If the employee has not been issued his SSN, complete Form I-9 as normal and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. If employee provides email address, employer <b>MUST</b> enter it into E-Verify.
Employee chooses which acceptable document(s) to present.	Employee chooses which acceptable document(s) to present. If a List B document is chosen, it <b>MUST</b> contain a photograph. If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.
Employer completes Form I-9, Section 2.	Employer completes Form I-9 Section 2.
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	E-Verify Case Status will prompt employer to update or re0verify in Section 3 or From I-9. However, a case should <b>NOT</b> be created in E-Verify.

# Features

**Photo Match** - Allows you to match the photo on an employee's

- Form I-766 (Employment Authorization Document)
- Form I-551 (Permanent Resident Card or “green card”)
- U.S. Passport or passport card
- ✓ Employer cannot specifically request one of these documents
- ✓ Helps detect document fraud

**RIDE** - Records and Information from **DMVs** for **E-Verify**

- E-Verify can now verify driver's license and state ID data
- No Photo Match at this time
- Launched in June 2011 with **Mississippi** DMV
  - 2012 - **Florida** (December)
  - 2013 - **Idaho** (July) and **Iowa** (September)

# Determining the E-Verify Hire Date

- E-Verify will permit you to select a future hire date but this does not change the rule that prohibits prescreening.
- The hire date is the date the employee began (or will begin) work for pay.
- A prospective employee **MUST** have accepted an employment offer before the employer may complete Form I-9 and create a case in E-Verify.
- Employers must enter the hire date from the 'Certification' area in Section 2 of the employee's Form I-9.

**Section 2. Employer or Authorized Representative Review and Verification**  
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode  
Do Not Write in This Space

**Certification**  
I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy):                      (See instructions for exemptions.)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name) City or Town		State Zip Code

# PLEASE RESPOND TO THE POLL QUESTION THAT WILL POP UP ON YOUR SCREEN.

**Note:** Web Application participants are not able to receive or respond to the poll.



# How does E-Verify work?

**START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.**  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employers must complete and sign Section 1 of Form I-9 by the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ (New Name (last if any)) \_\_\_\_\_  
 Address (Street Number and Name) \_\_\_\_\_ Apt. Number \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Date of Birth (mm/dd/yyyy) \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_ E-mail Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

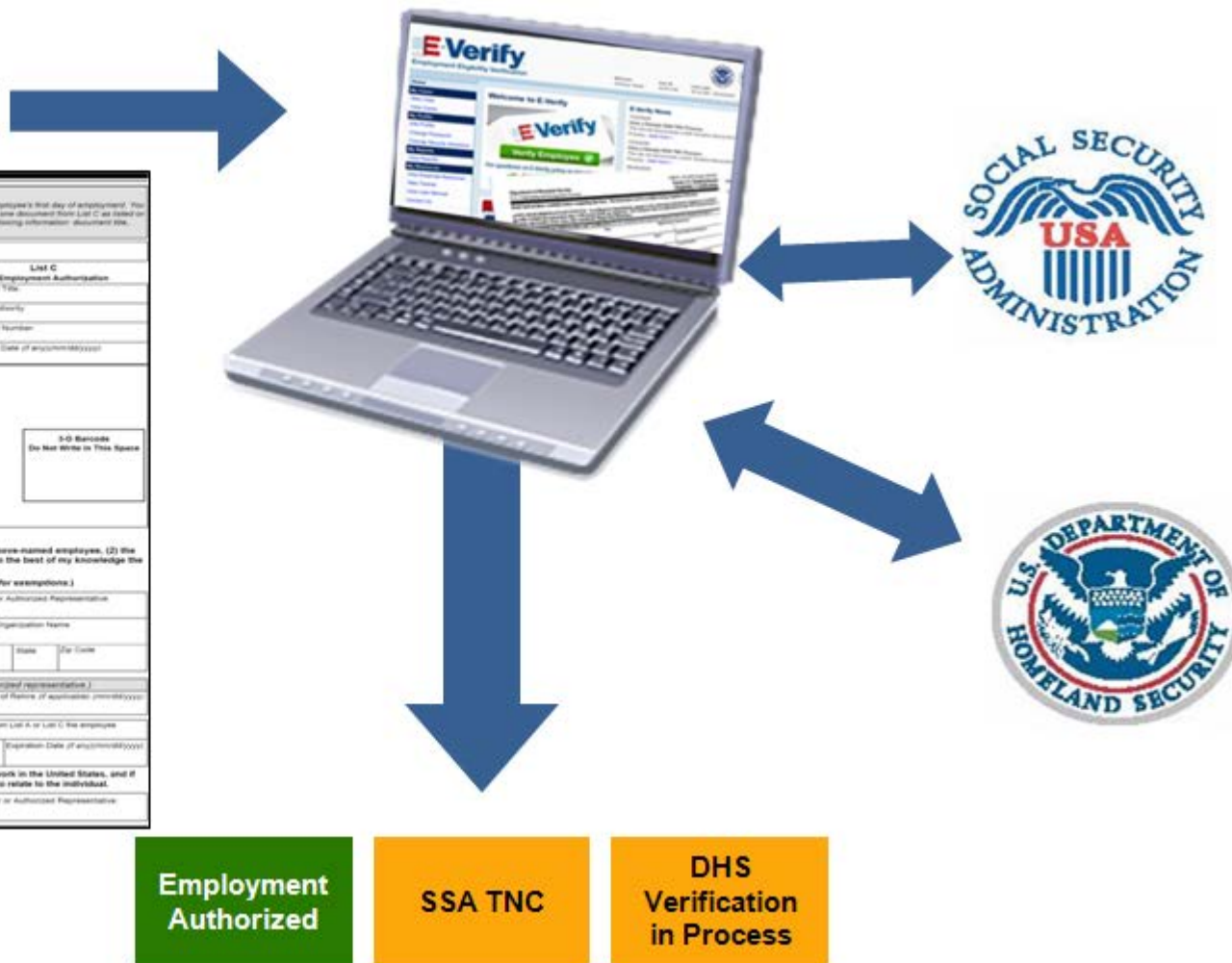
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.  
 I attest, under penalty of perjury, that I am (check one of the following):  
☐ A citizen of the United States.  
☐ A noncitizen-national of the United States (See instructions).  
☐ A lawful permanent resident (Alien Registration Number/USCIS Number) \_\_\_\_\_  
☐ An alien authorized to work until expiration date, if applicable, mm/dd/yyyy. (Some aliens may write "N/A" in this field. (See instructions).)  
 For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:  
 1. Alien Registration Number/USCIS Number: \_\_\_\_\_ OR  
 2. Form I-94 Admission Number: \_\_\_\_\_  
 If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:  
 Foreign Passport Number: \_\_\_\_\_  
 Country of Issuance: \_\_\_\_\_  
 Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).  
 Signature of Employee \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)  
 I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.  
 Signature of Preparer or Translator \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_  
 Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_  
 Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ Title of Employer or Authorized Representative \_\_\_\_\_  
 Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Employer's Business or Organization Name \_\_\_\_\_  
 Employer's Business or Organization Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)  
 A. New Name (if applicable) Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ B. Date of Name of Applicant (mm/dd/yyyy) \_\_\_\_\_  
 C. If employer's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below:  
 Document Title \_\_\_\_\_ Document Number \_\_\_\_\_ Expiration Date (if any) (mm/dd/yyyy) \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I have examined appear to be genuine and to relate to the individual.  
 Signature of Employer or Authorized Representative \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ First Name of Employer or Authorized Representative: \_\_\_\_\_





# Case Creation Enhancement and Email Address

- Email address field
- Optional field on Form I-9

## Benefits of the Email Address:

- [TNC notification](#)
- TNC case referred ([SSA referral letter](#) or [DHS referral letter](#))
- TNC reminder ([SSA reminder email](#) or [DHS reminder email](#))
- [Advise to update SSA records](#)

Visit [Email Notification Page](#)

**E-Verify**  
Employment Eligibility Verification

Welcome [User ID] Last Login 11:15 AM - 02/24/2014 Log Out

Click any ? for help

**Verify Employee**

Enter Form I-9 Information Verification Results Close Case

Enter the employee's Form I-9 information, then click **Continue**. \* - required Click any ? for help

\* Last Name ?

\* First Name Middle Initial Other Names Used ?

\* Date of Birth Month Day Year

\* Social Security Number

Citizenship Status  
A citizen of the United States

Document Type  
Driver's license or ID card issued by a U.S. state or outlying possession

Document Name  
Driver's license

Document State  
Iowa

\* Document Number ?

\* Document Expiration Date ?  
Month Day Year  
☐ This document has no expiration date

\* Hire Date ?  
Month Day Year

Employer Case ID ?

Back Continue

# Closing a Case Step 1

## Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9

**E-Verify**  
Employment Eligibility Verification

Welcome [User Name] User ID [User ID] Last Login 12:10 PM - 02/24/2014 Log Out

Click any ? for help

**Verify Employee** Employee Name Smith, Bill Case Verification Number 2014055122742JH View/Print Case Details

Enter Form I-9 Information Verification Results Close Case

**Employment Eligibility:**  
**Employment Authorized**  
 Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case**.

Last Name Smith	First Name Bill	Middle Initial --	Other Names Used --
Date of Birth January 03, 2001	Social Security Number *** ** 0007	Email Address --	
Citizenship Status A citizen of the United States			
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license	Document State Nebraska	
Document Expiration Date March 31, 2017	Employer Case ID --		
Hire Date February 24, 2014	Submitted On February 24, 2014		
Submitted By [User Name]			

**Close Case**

# Closing a Case Step 2

**Employment Eligibility Verification**

Welcome [Name]

User ID [ID]

Last Login 12:10 PM - 02/24/2014 [Log Out](#)

Click any ? for help

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
  - View Existing Users
  - Close Company Account
- My Reports**
  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

## Verify Employee

Employee Name: Smith, Bill      Case Verification Number: 2014055122742JH      [View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Is currently employed with this company? ?  
Select yes or no and click **Continue**.

☒ Yes
 ☐ No

[Back](#)
[Continue](#)

# Closing a Case Step 3

**Employment Eligibility Verification**

Welcome [Name]
User ID [ID]
Last Login 12:10 PM - 02/24/2014
[Log Out](#)

Click any ? for help

[Home](#)
[My Cases](#)
[New Case](#)
[View Cases](#)
[Search Cases](#)
[My Profile](#)
[Edit Profile](#)
[Change Password](#)
[Change Security Questions](#)
[My Company](#)
[Edit Company Profile](#)
[Add New User](#)
[View Existing Users](#)
[Close Company Account](#)
[My Reports](#)
[View Reports](#)
[My Web Services](#)
[Manage Web Services](#)
[My Resources](#)
[View Essential Resources](#)
[Take Tutorial](#)
[View User Manual](#)
[Share Ideas](#)
[Contact Us](#)

## Verify Employee

Employee Name: Smith, Bill      Case Verification Number: 2014055122742JH      [View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Select the appropriate statement and click **Continue**. ?

☒ The employee continues to work for the employer after receiving an Employment Authorized result.
☐ The case is invalid because another case with the same data already exists.
☐ The case is invalid because the data entered is incorrect.

[Back](#)
[Continue](#)



# Case Closed

**Employment Eligibility Verification**

Welcome [redacted]
 User ID [redacted]
 Last Login 12:10 PM - 02/24/2014
 [Log Out](#)

Click any for help
 

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
  - View Existing Users
  - Close Company Account
- My Reports**
  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

## Verify Employee

Employee Name  
Smith, Bill
 Case Verification Number  
2010181120641YB
 [View/Print Case Details](#)

Enter Form I-9 Information 
Verification Results 
Close Case

### Case Closed

**Employment Authorized**
[View/Print Case Details](#)

You have closed case 2010181120641YB. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

<b>Last Name</b> Smith  <b>Date of Birth</b> January 03, 2001  <b>Citizenship Status</b> A citizen of the United States  <b>Document Type</b> Driver's license or ID card issued by a U.S. state or outlying possession  <b>Document Expiration Date</b> March 31, 2017  <b>Hire Date</b> February 24, 2014  <b>Submitted By</b> [redacted]	<b>First Name</b> Bill  <b>Social Security Number</b> *** ** 0007  <b>Document Name</b> Driver's license  <b>Employer Case ID</b> --  <b>Submitted On</b> February 24, 2014	<b>Middle Initial</b> --  <b>Other Names Used</b> --  <b>Email Address</b> --  <b>Document State</b> Nebraska
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[E-Verify Home](#)
[New Case](#)

# What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee's Form I-9 did not match government databases.

**Note:** It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.

## Common reasons for TNCs:

- Social Security number (SSN) does not match
- Identification document could not be verified
- Citizenship or immigration status changed
- Name change was not reported
- Name entered on I-9 is different than recorded in government databases
- Information was not entered correctly in E-Verify



# Handling a TNC

- Employers should print the TNC **Further Action Notice** and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the **Referral Date Confirmation**.

Both the TNC Further Action Notice & Referral Date Confirmation are available in 18 languages: [Foreign Language Resources](#)

CONTEST	NOT CONTEST
Employer <b>refers</b> employee to appropriate agency.	Employer may terminate the employee and close the case in E-Verify.

# TNC – Step 1

**E-Verify**  
Employment Eligibility Verification

Welcome [User Name] User ID [User ID] Last Login 11:15 AM - 02/24/2014 Log Out

Click any ? for help

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
  - View Existing Users
  - Close Company Account
- My Reports**
  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

**Verify Employee**

Employee Name: Smith, Bill Case Verification Number: 2014055122742JH [View/Print Case Details](#)

Enter Form I-9 Information → Verification Results → Close Case

**Employment Eligibility:**

⚠ SSA Tentative Nonconfirmation (TNC) ?

The Social Security number entered in E-Verify was not valid according to SSA records.

This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required.

Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

► To begin the TNC process click, [Continue](#).

If you created this case in error or no longer need to continue this verification, click [Close Case](#). ?

To return to this case at a later time, click [Save Case and Exit](#). ?

[Close Case](#) [Save Case and Exit](#) [Continue](#)

# TNC – Step 2

**E-Verify**  
Employment Eligibility Verification

Welcome [Name] User ID [ID] Last Login 11:15 AM - 02/24/2014 Log Out

Click any ? for help

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
  - View Existing Users
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  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

**Verify Employee** Employee Name Smith, Bill Case Verification Number 2014055122742JH View/Print Case Details

Enter Form I-9 Information Verification Results Close Case

**Employment Eligibility:**  
⚠ SSA Tentative Nonconfirmation (TNC) ?

**TNC Process**  
Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

- 1 Print the SSA TNC Further Action Notice.
 

SSA TNC Further Action Notice ? Choose which language to print

English [v] [Print Notice]
- 2 Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.
- 3 Indicate that the employee has been notified by selecting the check box below.
 

**Confirm Employee Notification**

☐ I have notified this employee of the TNC.
- 4 If the employee:
  - ▶ Chose to CONTEST the SSA TNC, click **Refer Case**.
  - ▶ Chose to NOT CONTEST the SSA TNC, click **Close Case**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To return to this case at a later time, click **Save Case and Exit**.

Close Case Save Case and Exit Refer Case

# TNC – Step 3

**E-Verify**  
Employment Eligibility Verification

Welcome [Name] User ID [ID] Last Login 12:10 PM - 02/24/2014 [Log Out](#)

Click any [?](#) for help

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
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  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

**Verify Employee** Employee Name Smith, Bill Case Verification Number 2014055122742JH [View/Print Case Details](#)

Enter Form I-9 Information → **Verification Results** → Close Case

**Referral Date Confirmation** Choose which language to print

Employee Referred to SSA English [Print Confirmation](#)

This employee has been referred to SSA on **February 24, 2014**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **March 06, 2014** to contact SSA.

**Check for Case Status Updates**

E-Verify will update the employee's case status by **March 11, 2014**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA TNC Further Action Notice, click **Reprint Notice**.

**SSA TNC Further Action Notice** Choose which language to print

English [Reprint Notice](#)

To return to the E-Verify home page, click **E-Verify Home**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To begin a new case, click **New Case**.

[E-Verify Home](#) [Close Case](#) [New Case](#)



# Further Action Notice



## Further Action Notice

### U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number
Date of DHS Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

#### EMPLOYER INSTRUCTIONS:

- Review this Further Action Notice in private with the employee as soon as possible.  
**IMPORTANT:** If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the "View Essential Resources" section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
- Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
- Ask the employee to indicate whether he or she will contest the DHS Tentative Nonconfirmation (DHS TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
- Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
- Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to DHS if the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC, you may terminate his or her employment and close the case in E-Verify.  
**IMPORTANT:** If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

#### For Photo Mismatch ONLY

Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send the copies through regular United States Postal Service mail.

Express Shipping Carrier Address	Attach and Submit Electronically
U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office - Photo Matching	Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.

#### Employer Signature and Date

I have notified this employee of the DHS Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.	
Employer's Name	Employer Representative's Name
Date	Employer Representative's Signature



#### EMPLOYEE INSTRUCTIONS:

##### Why you received this Further Action Notice

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you provided on Form I-9, Employment Eligibility Verification, with records available to DHS to verify that you are authorized to work in the United States.

You received this Further Action Notice from your employer because E-Verify provided a result of DHS Tentative Nonconfirmation (DHS TNC). A DHS TNC means that the information entered into E-Verify by your employer does not match records available to DHS. A DHS TNC does not necessarily mean that you gave incorrect information to your employer or that you are not authorized to work in the United States. Visit the [For Employees](http://www.dhs.gov/E-Verify) pages at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) to learn the reasons you may have received a DHS TNC.

##### What you should do:

- Check that the information on Page 1 of this Further Action Notice is correct. If it is not correct, provide the correct information to your employer. Your employer should close this E-Verify case and use the corrected information to create a new case.
- Decide if you will contest (take action to resolve) the DHS TNC and inform your employer of your decision.  
**IMPORTANT:** If you decide not to contest the DHS TNC, your case will become a Final Nonconfirmation, which means that your employer may terminate your employment.
- Select your decision to contest or not contest and sign and date this Further Action Notice below. If you decide to take action to contest the DHS TNC, to begin to resolve the DHS TNC, you must contact DHS within 8 Federal Government working days from the date your employer refers your case in E-Verify.  
**IMPORTANT:** Review Page 3 of this notice for important information about employer responsibilities and your rights.

##### Select box, sign and date below:



I choose to: (check one)	
<input type="checkbox"/>	CONTEST (take action to resolve the DHS TNC)
<input type="checkbox"/>	NOT CONTEST (not take action to resolve the DHS TNC)
Employee's Signature	Date

##### What you must do to take action to resolve the DHS TNC:

- Call DHS at 888-897-7781 (TTY: 887-875-6028) within 8 Federal Government working days from the date your employer refers your case to DHS to begin to resolve your case. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.  
**Foreign Students and Exchange Visitors Only:** DHS cannot resolve this case if your Student Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.
- Have this Further Action Notice when you call DHS. DHS may ask you to provide additional information or documents to resolve your case. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter.

**NOTE:** Since you received a DHS TNC from E-Verify, your immigration records could be incorrect. Correcting your immigration records can prevent DHS TNCs. Once you successfully resolve a DHS TNC, you may wish to take additional action to correct your immigration records. You may review the fact sheet "How to Correct Your USCIS Records after Resolving a Tentative Nonconfirmation in E-Verify," found at <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>. This fact sheet provides information on several options to correct your DHS record.

# Referral Date Confirmation

## Referral Date Confirmation

### Social Security Administration Tentative Nonconfirmation (SSA TNC)

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**E-Verify Case Verification Number:**

**Employee Name:**

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

**What you should do**

Visit an SSA field office **within 8 Federal Government working days**, by  (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by  (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

**For More Information**

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).



# Results after TNC

You should check E-Verify periodically for one of the following responses:

**Employment Authorized**

**Review and Update Employee Data**

**Case in Continuance**

**DHS Verification in Process**

**DHS No Show**

**Final Nonconfirmation**

# Checking Status of TNC

**E-Verify**  
Employment Eligibility Verification

Welcome [User ID] Last Login 12:10 PM - 02/24/2014 Log Out

Click any ? for help

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
  - View Existing Users
  - Close Company Account
- My Reports**
  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

**Welcome to E-Verify**

**Verify Employee** ✓

**Need Help?**  
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

**E-Verify News** [View All >](#)

**E-Verify and Form I-9 Customer Support Enhancement** 02/22/2014  
Starting February 24, 2014 callers to the E-Verify Customer Suppo ... [read more >](#)

**E-Verify is Available** 10/17/2013  
E-Verify has resumed operations following the federal government ... [read more >](#)

**E-Verify Enhancements** 09/08/2013  
As of September 8, 2013, new enhancements are available to improv ... [read more >](#)

**Employees from Honduras and Nicaragua with Expiring EADs May Still Be Authorized to Work** 04/03/2013  
USCIS has announced that employees from Honduras

**Case Alerts: You Must Take Action!**

- Open Cases to be Closed** 5
- Cases with New Updates** 3 (indicated by a red arrow)
- Work Authorization Docs Expiring**

# Handling a TNC Employee Rights

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee **continues to work** during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.

**DOES YOUR EMPLOYER  
USE E-VERIFY?  
YOU SHOULD KNOW YOUR RIGHTS**

Employers who use E-Verify to confirm your work eligibility must follow the rules

- Employers must not use E-Verify before you accept a job offer
- Employers must use E-Verify for all new hires
- If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it
- You can keep your job while resolving a mismatch

Learn more at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

Questions? Email: [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) Call: E-Verify Employee Hotline 888-897-7767.

**E-Verify**

# Employer Responsibilities

Employers must **not**:

- Use E-Verify to pre-screen employment applicants
- Use E-Verify selectively; E-Verify must be used for all new hires
- Influence or coerce an employee's decision whether to contest a TNC
- Terminate or take adverse action against an employee who is contesting a TNC
- Ask for additional documentation after obtaining a TNC for an employee



- ✓ **Follow all the rules and guidelines outlined in the E-Verify Memorandum of Understanding**

# Office of Special Counsel (OSC)

The anti-discrimination provisions of the INA are enforced by:

**Department of Justice  
Civil Rights Division  
Office of Special Counsel for  
Immigration Related Unfair Employment Practices**



- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities\*

**1-800-255-7688 (TDD: 1-800-616-5525)**

- Employers may also contact OSC\*

**1-800-255-8155 (TDD: 1-800-362-2735)**

\*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)



# Compliance Monitoring

## What is E-Verify Compliance Monitoring?

E-Verify compliance means meeting the terms of the Memorandum of Understanding (MOU) and applicable laws. [E-Verify Compliance Monitoring](#) helps employers with compliance by...

- providing guidance on the proper use of E-Verify
- assisting employees to deter discriminatory practices
- providing assistance for detecting employee abuses by employers when using E-Verify

### E-VERIFY MONITORING AND COMPLIANCE

- ☒ Improve Program Integrity
- ☒ Promote Compliance
- ☒ Detect Fraud



**E-Verify**



# Best Practices for Compliant Use

- Have two or more program administrators
- Use the E-Verify Self-Assessment Guides for [Direct Access](#) and [Web Services](#) users
- Use E-Verify Case Reports
- Create Standard Operating Procedures (SOPs) or Directives
- Conduct Internal Training
  - E-Verify Resources: Manuals, Videos, [Webinars](#)

# Manuals and Guides

- [E-Verify User Manual for Employers](#)
- [E-Verify Quick Reference Guide for Employers](#)
- [E-Verify Supplemental Guidance for Federal Contractors](#)
- [E-Verify User Manual for E-Verify Employer Agents](#)
- [E-Verify User Manual for Corporate Administrators](#)
- [E-Verify Self-Assessment Guide for Direct Access Users](#)
- [E-Verify Self-Assessment Guide for Web Services Users](#)
- M-274, [Handbook for Employers](#), Guidance for Completing Form I-9  
(Employment Eligibility Verification Form)
- M-274, [Handbook for Employers \(Spanish\)](#), Guidance for Completing Form I-9  
(Employment Eligibility Verification Form)

# Educational Videos

## Video: How to Create a Case

Civil Rights (Request copies by emailing [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)):

- [Video: E-Verify Employee Rights and Responsibilities](#)
- [Video: E-Verify Employer Responsibilities and Worker Rights](#)

View the videos at:

- [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or [www.youtube.com/ushomelandsecurity](http://www.youtube.com/ushomelandsecurity)

NEW: Form I-9 Vignettes

- [Video: How to Complete Section 1](#)
- [Video: How to Complete Section 2](#)
- [Video: How to Complete Section 3](#)
- [Video: E-Verify for Business Leaders](#)

# I-9 Central

I-9 Central: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)

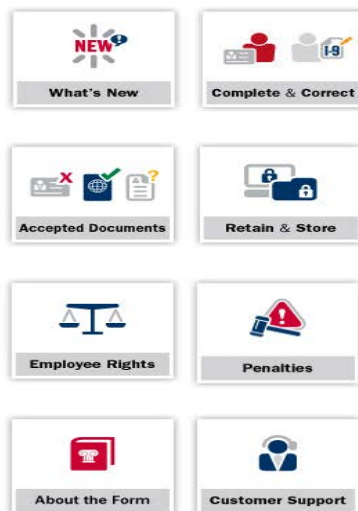
I-9 Central Spanish: [www.uscis.gov/i-9Central/Espanol](http://www.uscis.gov/i-9Central/Espanol)

## I-9 Central

Federal law requires that every employer\* and agricultural recruiter/referrer-for-a-fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization. You may click on the links to the left or on one of the icons below to find out more information about Form I-9.

*\*[NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" for ease of reference throughout the I-9 Central.]*

*On March 8, 2013, a new version of the Form I-9 was released. Beginning May 7, 2013, employers must only use the new Form I-9.*



This page can be found at: <http://www.uscis.gov/I-9Central>

## Bienvenido a la Central I-9

**Alerta: E-Verify está disponible. Para más información, haga clic aquí.**

La ley federal exige que cada empleador\* ,reclutador o agente que refiere trabajadores agrícolas a cambio de honorarios y que contrate a un individuo para trabajar en los Estados Unidos, complete un Formulario "I-9, Verificación de Elegibilidad de Empleo". El Formulario I-9 le ayudará a verificar la identidad de su empleado y su autorización de empleo. Para obtener más información sobre el Formulario I-9, haga clic en los íconos que se encuentran a continuación.

*\*[NOTA: Para facilitar la referencia, en el Central I-9 nos referiremos de manera colectiva tanto a los empleadores como a los reclutadores y agentes que refieren trabajadores agrícolas a cambio de honorarios como "empleadores".]*

*El 8 de marzo de 2013 se publicó una nueva versión del Formulario "I-9, Verificación de Elegibilidad de Empleo". Comenzando el 7 de mayo de 2013, los empleadores deberán utilizar sólo este nuevo Formulario I-9.*



This page can be found at: <http://www.uscis.gov/i-9Central/Espanol>

# E-Verify Login Help

## How to Reset Your Password

- Click 'Forgot your password' on the E-Verify login page
- Enter your user ID and click 'Submit'
- Enter the answers to the three challenge questions you created when you logged in to E-Verify for the first time
- If you answer the questions correctly, E-Verify will prompt you to create a new password

## How to Find Your User ID

- Click 'Forgot your User ID' on the E-Verify login page
- Enter your e-mail address and click 'Submit.' You must enter the same e-mail address that is in your E-Verify user profile
- If the e-mail address you entered matches what we have on file, E-Verify will e-mail you with your user ID

If you're unable to reset your password or find your user ID, contact your program administrator. If you need additional help, click [Contact E-Verify](#) and contact E-Verify Customer Support for assistance.

# Recent Enhancements

- [Updated E-Verify MOUs](#)
- [Revised DHS TNC Further Action Notice](#)
  - [How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify Fact Sheet](#)
- [E-Verify Fraud Deterrence](#)
- Samples of the courtesy E-Verify emails employees may receive:
  - [TNC notification](#)
  - TNC case referred ([SSA Case Referral Email](#) or [DHS Case Referral Email](#))
  - TNC reminder ([SSA Email Reminder](#) or [DHS Email Reminder](#))
  - [Advise to update SSA records](#)
- [Monitoring and Compliance Webpage](#)
- [Employee Rights Toolkit](#)



# Memorandum of Understanding (MOU)

E-Verify updated three (3) active [Memoranda of Understanding](#) (MOUs) and launched three (3) new MOUs for our Web Services users and developers.

- Bullets have been changed to letters or number to make citation and searching easier.
- Sections have been reorganized and renumbered to improve organization and logical flow, as well as to accommodate new provisions.

The new and revised MOUs became effective for new users on December 8, 2013. They will become effective for existing users on January 8, 2014.

Existing Users will NOT have to execute a new or revised MOU.

## [MOU FACT SHEET](#)

Questions? Contact [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)

# Examples of I-94 Documents after CBP I-94 Automation Initiative

- Use hand-written number
- Printout from [www.cbp.gov/I94](http://www.cbp.gov/I94) website

## Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

Departure Record

Admission Number:  
611819538-20  
62471880392

15 Entry Name:  
SMITH  
19 First/Given Name:  
RICHARD  
20 Country of Issuance:  
ITALY

21 Birth Date (MM/DD/YY):  
11/20/37

22 Class of Admission:  
H1B

23 Admit Until Date (MM/DD/YYYY):  
AUG. 4, 2013

24 CBP Officer's Signature:  
[Signature]

25 CBP Officer's Title:  
INSPECTION

This version of the I-94 will be issued by CBP in limited circumstances to special classes of aliens after Form I-94 is automated. The electronic admission number will be handwritten on the form.

## CBP I-94 Website Printout

U.S. Customs and Border Protection  
Securing America's Borders

Get I-94 Number: I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name: LI  
First (Given) Name: LYDIA  
Birth Date (MM/DD/YYYY): 01/01/1990  
Passport Number: P123123213  
Passport Country of Issuance: Mexico  
Date of Entry (MM/DD/YYYY): 04/11/2012  
Class of Admission: B1

If an employer, local, state or federal agency requests admission information, present your admission number to the employer or agency.

Once Form I-94 is automated, travelers will have access to their electronic I-94 via [www.cbp.gov/I94](http://www.cbp.gov/I94). The website printout serves the same purpose as any other I-94 version.

# Required Posters – Must Be Visible to Prospective Employees

## This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

### E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

**888-897-7781**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

**NOTICE:**  
Federal law requires all employers to verify  
the identity and employment eligibility of all  
persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA  
The E-Verify logo and mark are registered trademarks of Department of Homeland  
Security. Commercial sale of this poster is strictly prohibited.

## IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



**If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.**

### You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:  
Phone: 1-800-255-7688 or  
(202) 616-5594  
For the hearing impaired:  
TTY 1-800-237-2515 or  
(202) 616-5525

E-mail: [oscrt@usdoj.gov](mailto:oscrt@usdoj.gov)

Or write to:  
U.S. Department of Justice – CRT  
Office of Special Counsel – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530


U.S. Department of Justice  
Civil Rights Division

Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices



[www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc)

# Federal Contractors



## Federal Contractor?

**Here's some important information for you!**

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

**What Contracts are Affected by the FAR E-Verify Clause?\***

<b>Prime Contracts</b> <ul style="list-style-type: none"> <li>Value above \$150,000</li> <li>Period of performance of 120 days or more, and</li> <li>At least some of the contract work is performed in the United States</li> </ul>	<b>Subcontracts</b> <ul style="list-style-type: none"> <li>Value of more than \$3,000</li> <li>Contract is for commercial or noncommercial services or construction, and</li> <li>At least some of the contract work is performed in the United States</li> </ul>	<b>Indefinite Delivery/Quantity Contracts</b> <ul style="list-style-type: none"> <li>Existing contract</li> <li>Period of performance extends at least six months after 9/8/2009</li> <li>Substantial amount of work or number of orders expected during remaining performance period, and</li> <li>Contract may be bilaterally modified to include the FAR E-Verify clause</li> </ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\* Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.

- As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.



# Self Check

- FREE online service available in English and Spanish that lets job seekers make sure their records are accurate BEFORE an employer checks their employment eligibility
- Available nationwide to all citizens and non-citizens more than 16 years old
- Self Check does not take the place of the employer's E-Verify case
- Employers cannot require their employees or prospective employees to use Self Check.
- For more information on Self Check, visit [www.uscis.gov/everifyselfcheck](http://www.uscis.gov/everifyselfcheck)
- [www.uscis.gov/selfcheck/espanol](http://www.uscis.gov/selfcheck/espanol)



**Bienvenido a Self Check.**



# E-Verify Employers Search Tool\*

- Launched December 18, 2012
- Searchable database
- Search and view
- Employers that actively use E-Verify system

FORMS	NEWS	CITIZENSHIP	GREEN CARD	TOOLS	LAWS
-------	------	-------------	------------	-------	------

Home > E-Verify > About the Program > E-Verify Employers Search Tool Share This Page Print

**E-Verify**

What is E-Verify?

Before You Start

About the Program

What's New

E-Verify Enhancements

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E-Verify Program Reports

Performance

History and Milestones

Trademark Usage Guidelines

Our Commitment to Privacy

E-Verify Employers Search Tool

E-Verify Webinars

Customer Support

For Employers

For Employees

For Federal Contractors

Publications

## E-Verify Employers Search Tool

You can use this search tool to find employers, including federal contractors, enrolled to use E-Verify.

The search tool covers employers enrolled in E-Verify through December 15, 2012. The search tool contains the following:

- Business name (the name used during registration with E-Verify, it can be the legal name of the business or individual, a trade name or abbreviation)
- Federal Contractor Identifier (yes/no)
- Federal Contractor Employee verification (all new hires or entire workforce)
- Employer city, state and ZIP code used at registration
- Workforce size (five or more)

**Note:**

- The search tool only includes employers and federal contractors who have self-reported that their company has five or more employees. **Read additional caveats prior to reviewing search results.**
- To export search results, click on the right-hand button titled, "CSV."

Filter by Employer Name:

Filter by Federal Contractor(Y/N):

Filter by State:

Alaska  
Alabama  
Arkansas  
American Samoa  
Arizona  
California  
Colorado

Filter by ZIP Code:

Filter by City:

Filter

Reset



**Export:**

CSV

☒ I want to export all records.

\* The [E-Verify Employers Search Tool](#) only includes employers and federal contractors who have self-reported that their company has five or more employees.

# Stay Up to Date

- Subscribe to e-Newsletter E-Verify Connection
- To get email updates, subscribe to:
  - [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)
  - [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
  - [www.uscis.gov/SelfCheck](http://www.uscis.gov/SelfCheck)
- Submit an idea: E-Verify Listens
- [Follow USCIS on Twitter:](#) 
- [Like USCIS on Facebook:](#) 
- E-Verify blogs

## E-Verify Connection



A newsletter for all employers February 2014 Issue XVII



### First Ever Form I-9 Video Vignettes

These three short videos make completing Form I-9 easier for everyone. The **first vignette** helps employees properly complete **Section 1**, while the **second** and **third vignettes** help employers complete **Section 2** and **Section 3** of the Form I-9. In four minutes or less, each video walks you through the key steps.

### E-Verify Performance On The Rise!

98.81 percent of employees are automatically "work authorized." Learn more about this and other **performance statistics**.

### Why Do Business Leaders Like E-Verify?

Why do more than half a million employers use E-Verify? This **new short video** explains why business leaders like this free and easy-to-use service. View "E-Verify for Business Leaders" on **YouTube** and share it with your colleagues.

### E-Verify Launches More Visually Stimulating Website!

The redesigned **E-Verify website** features more colorful graphics, updated plain language content and improved search capabilities.

### Explore the New Interactive History and Milestones Page

The **History and Milestones page** now provides an interactive review of E-Verify's accomplishments over the years.



E-Verify enrolled its 500,000<sup>th</sup> employer at the end of 2013. Read the Press Release!

### E-Verify Listens Link Added in E-Verify

E-Verify employers: For your convenience, a link to **E-Verify Listens** is now available inside E-Verify. While using E-Verify, click the new **E-Verify Listens** link, located under "My Resources" on the left navigation bar, to share your ideas and feedback.

### Customer Support Enhancement

Callers to the **E-Verify Customer Support** toll-free number will now be greeted by a new Interactive Voice Response system that expedites access to E-Verify, Form I-9 and Self Check information. Callers will use their voice or touch tone to reach automated answers or a customer services representative.

### E-Verify Announces Partnership with IMLS

Visit your local library to gain easy access to E-Verify, I-9 Central, Self Check and the **Employee Rights Toolkit** through **USCIS Library Resources!** USCIS has partnered with the **Institute of Museum and Library Services (IMLS)** to give the public access to useful information.

### Do You Know How To Correct Your Immigration Records?

Is there an error on an immigration document or have you changed your name? Check out the downloadable **Fact Sheet** that explains how to **correct immigration records**. It's available in 18 languages. The **DHS Further Action Notice** also now has information on How to Correct Your Immigration Records After Resolving a Tentative Nonconfirmation in E-Verify.

### Join the New Spanish Language Employee Rights Webinar

The popular E-Verify and Form I-9 Employee Rights webinars are now offered in Spanish. Workers, worker advocates, and job seekers: Please share the **flyer** and join on **February 27** or **March 25!** See the **schedule of all free E-Verify and Form I-9 webinars**.

### Did You Know New and Revised MOUs Are in Effect?

As of January 8, 2014, all E-Verify users are bound by the new or revised Memorandums of Understanding. Check out the **Fact Sheet**.

Visit [www.DHS.gov/E-Verify](http://www.DHS.gov/E-Verify)

Subscribe to E-Verify Connection. See our webinar schedule.

Share ideas at [www.E-VerifyListens.ideascale.com](http://www.E-VerifyListens.ideascale.com)

Employee Hotline: 1-888-897-7781 Employer Queries: 1-888-464-4218

Self Check



#EVerify

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# E-Verify Outreach

- [Free Webinars](#)
- [Content for your newsletters](#)
- [Authorization to use the E-Verify® Logo and Name and I E-Verify Seal](#)
- Add E-Verify to your job announcements
  - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).”



# Customer Service

E-Verify received the highest rating for customer service of all federal agencies.  
(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: [I-9Central@dhs.gov](mailto:I-9Central@dhs.gov)**
- **E-Verify E-Mail: [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)**
- **Form I-9 Website: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)**
- **E-Verify Website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

# Disclaimer

**Immigration law can be complex and it is not possible to describe every aspect of the process.**

**This presentation provides basic information to help you become generally familiar with rules and procedures.**

**For more information on the law and regulations please see our Web site: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).**



# Feedback

## COMMENTS ON OUR WEBINAR?

Send to:

[Francine.L.Hill@uscis.dhs.gov](mailto:Francine.L.Hill@uscis.dhs.gov)

**\*Include date, time and topic of the webinar**

# THANK YOU!

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)